GEORGIA HEALTHCARE COALITION

2021-2022 HANDBOOK

UNIVERSITY OF GEORGIA
College of Public Health
Institute for Disaster Management

Version July 1, 2021

Georgia Department of Public Health

Kelly Nadeau, RN, MN, EMHP
Director | Healthcare Preparedness Program

KT McKnight, MPH
Deputy Director | Healthcare Preparedness Program

Frank Daniell, GA-CEM, CWA
Healthcare Community Preparedness Training and Exercise Manager

Kesia Cobb, MBA
Director of Business Operations | Division of Health Protection

April Shivers, MPA, MPH
Division Grants Consultant | Emergency Preparedness

Melanie Wood
Grants Specialist | Emergency Preparedness

Georgia Hospital Association

Adrianne Feinberg, LCSW, EMHP
Director | Emergency Preparedness

University of Georgia Institute for Disaster Management

Curtis Harris, PhD, EMHP
Director | Associate Professor

Kelli McCarthy, MPS, GA-CEM, EMHP
Clinical Assistant Professor

Kathy Shelnutt
Grants Manager

Tammie Jensen
Administrative Assistant

REVISION HISTORY

Date	Revision Number	Section & Description of Changes	Reason
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July 1, 2021

Coalition Leadership:

We are extremely excited to continue the collaborative partnership with the Georgia Department of Public Health (DPH), the Georgia Hospital Association (GHA), and the University of Georgia's Institute for Disaster Management (UGA IDM). With the continuation of Georgia Healthcare Coalition Assistance Program, our groups aim to continue to provide you with the tools and avenues necessary to efficiently and effectively fund your coalition activities and procure approved emergency preparedness assets.

In order to best serve the coalitions, we have updated the handbook based on feedback and guidance from all involved agencies to serve as a reference for budgeting and spending approvals. Note that all payments and purchasing must meet the criteria set forth by the University of Georgia, DPH, and language within applicable federal grant guidance.

We know there will be questions this year as we continually work through these systems and processes. We appreciate your patience and honest feedback as we all work to increase emergency preparedness across Georgia.

Sincerely,

Kelly H. Nadeau, RN, MN, EMHP
Healthcare Preparedness Program Director
Emergency Preparedness and Response
Georgia Department of Public Health

Curt Harris, PhD
Associate Director | Assistant Professor
University of Georgia, College of Public Health
Institute for Disaster Management

All purchases and reimbursements are subject to the University of Georgia Finance and Administration policies. For more information, please visit policies.uga.edu.

THE YEAR AHEAD: A SNAPSHOT OF 2021 - 2022

Important dates to remember during FY22 (July 1, 2021 – June 30, 2022):

JULY 2021

28: HHC/HCF Quarterly Meeting (Virtual)

OCTOBER 2021

27: HHC/HCF Quarterly Meeting (Virtual)

JANUARY 2022

26: HHC/HCF Quarterly Meeting (Virtual)

MARCH 2022

18: Mutual Aid Task Force Meeting

MAY 2022

1: Supplies & Equipment Spending Deadline

1: PO Submission Deadline

SEPTEMBER 2021

16: Coalition Advisory Committee Meeting

17: Mutual Aid Task Force Meeting

DECEMBER 2021

8: Mutual Aid Task Force Meeting

9: Coalition Advisory Committee Meeting

FEBRUARY 2022

1: PO >$25,000 Submission Deadline

APRIL 2022

13-15: EMAG Conference

JUNE 2022

15: All Spending Deadline

17: Mutual Aid Task Force Meeting

NOTE: Additional meeting dates will be included once those dates are set.

DEADLINES TO REMEMBER

February 1, 2022 – PO Requests >$25,000 Submission Deadline

Purchase order requests that exceed $25,000 (prompting the need for the items to be sent out for bid) must be submitted **no later than close of business on February 1, 2022**. Orders exceeding the $25,000 threshold will not be accepted after this date.

May 1, 2022 – Supplies & Equipment Spending Deadline; PO Submission Deadline

Purchase order or reimbursement requests for **ALL** items in the **Supplies and Equipment categories** must be submitted **no later than close of business on May 1, 2022**. Failure to submit purchasing requests by this deadline may result in the forfeiture of the remaining funds in those categories. If funds are available in those categories after this deadline, these remaining funds will be distributed at the discretion of GDPH to those coalitions in good standing who could utilize these funds on additional approved projects.

Note – If a vendor is unable to guarantee delivery of requested goods by June 30, 2022, the order will be canceled (even if appropriate paperwork has been submitted by established deadlines.

June 15, 2022 – All Spending Deadline

Any outstanding expenditures (e.g. invoices, reimbursements, travel reimbursements, etc.) must be submitted **no later than close of business on June 15, 2022.** No submissions will be accepted after this date – plan accordingly!

FORM SUBMISSION TIMELINES

Prior to Event

- **EVENT LOGISTICS REQUEST FORMS** should be submitted **no later than 60 calendar days** prior to the event.
    - Ample time is needed to ensure that the course is entered into Training Registration System (TRS, if needed) and for contracts to be established for the meeting/training location and catering vendors.
    - If you have missed the 60 day window, contact Coalition Support via coalitionsupport@uga.edu immediately to discuss options.
- **AIRLINE TICKET REQUEST FORMS** should be submitted **no later than 30 calendar days** prior to travel.
- **TRAINING COURSE FORMS** should be submitted **no later than 30 calendar days** prior to the training for inclusion in the TRS. If course logistics are needed (e.g. location and/or catering), requests should be made no later than 60 days prior to the event.
- **Cancellations** of events should be communicated to Coalition Support via coalitionsupport@uga.edu **no later than 10 business days** prior to the event.
    - Coalition Support will work to avoid cancellation penalties, but the coalition may be charged and liable for cancellation fees.

Post Event

- Coalitions should submit the **EVENT FOLLOW UP FORM** and associated documents (e.g. agenda, registration list, sign in sheets) **no later than 10 business days** from the conclusion of the event.
- **REIMBURSEMENT/TRAVEL REIMBURSEMENT FORMS** must be submitted to UGA IDM via email at coalitionsupport@uga.edu within 10 business days but **no later than 30 calendar days** of purchase/travel.
    - After **45 calendar days**, the reimbursement becomes **taxable income** to the traveler.
    - After **60 calendar days**, the reimbursement **may not be accepted** for reimbursement processing. A signed justification detailing reasons for the delayed (>60 calendar days) will be required for any submission exceeding the 60 calendar day limit.

CONTRACT EXECUTION

UGA IDM is unable to process any requests prior to the receipt of a fully executed contract from GDPH. There is no set date as to when this fully executed contract will be received by UGA IDM. **Coalitions are encouraged not to schedule meetings/trainings in July or early August** as to not incur costs prior to the execution of the grant. Should coalitions choose to schedule events during these times, UGA IDM will not be able to assist in the securing of location/catering and any costs incurred for these events will not be able to be paid until the grant has been fully executed (as long as they are within the allowable reimbursable limits).

COALITION CONTRACTS

Coalitions should not sign contracts for goods and/or services that will be paid by coalition funds through UGA IDM without prior written approval from UGA IDM.

Drafted contracts should be submitted to UGA IDM prior to signature for review. UGA IDM will submit the contract to the appropriate departments at UGA to determine if the coalition or UGA needs to sign for the contract. Upon decision, UGA IDM will direct the contract to the appropriate party for full execution.

PROCUREMENT OF SUPPLIES

Goods and services appearing on approved coalition budgets are available for acquisition via two methods: individual purchase of items with a reimbursement request or UGA IDM procuring goods/services. It is highly suggested that coalitions use UGA IDM to purchase all supplies. Coalitions should be seeking reimbursement only for small, last minute item purchases (e.g. drinks for a meeting/training, paper for handouts, etc.) and not using reimbursement method as the sole means of purchasing goods/services. If a coalition chooses to purchase items themselves, the coalition must adhere to purchasing policies set forth by the University of Georgia (see http://policies.uga.edu/).

To seek reimbursement for individually purchased goods/services, the coalition must submit the **REIMBURSEMENT FORM** and detailed receipts to UGA IDM via email at coalitionsupport@uga.edu.

Personal reimbursements CANNOT exceed $499.99.
This threshold does not include travel reimbursements or conference registration fees.

Facilities/entities should consult with UGA IDM prior to making a purchase to be reimbursed that exceeds $2,000. Failure to ensure the expense is reimbursable prior to purchase could result in UGA IDM being unable to reimburse the entity for the good/services.

If a coalition decides to utilize UGA IDM to purchase and ship (if applicable) goods and services, the coalition will need to complete the **PURCHASE ORDER FORM** and submit the form to UGA IDM via email at coalitionsupport@uga.edu.

Facilities/entities should NOT authorize or directly place an order with a vendor for which payment is to be made by UGA IDM. Coalitions are not authorized to list UGA or UGA IDM as the "Bill To" entity without an executed UGA purchase order. Orders have to go through the proper channels to ensure orders can be paid for by UGA. The **PURCHASE ORDER FORM** should be submitted to request an order to be placed and UGA IDM will handle the logistics of the order to ensure proper procurement procedures are followed. Orders placed directly by coalitions could result in UGA IDM being unable to pay for the order causing the ordering entity to be held liable for the payment of the order.

Purchasing Thresholds

Competitive bidding is not required for supplies, materials, and other purchases under $25,000; however, for requests $10,000- $24,999.99, coalitions are to obtain competitive pricing in the form of three quotes or provide justification for procuring without the three quotes prior to submitting a purchase request.

Any purchase of $25,000 or more requires competitive bidding or justification for the lack of competition. Coalitions may not split reasonably foreseeable or related purchases into two or more transactions for the purpose of circumventing this requirement.

Any purchases requiring competitive bidding must be submitted to UGA IDM no later than close of business February 1, 2022.

Vendor Information

Individuals, companies, and organizations must be set up in UGA's vendor database in order to receive payment from UGA. With this requirement, individuals, companies, and organizations that anticipate receipt of a purchase order or payment from the University are required to apply for a supplier ID number via suppliers.uga.edu. The supplier ID number registration is needed only one time for each vendor paid by the University. Once a vendor has been added to the vendor database and assigned a Supplier ID number, UGA IDM will be able to reference the Supplier ID number on all check requests. Please see **VENDOR PROFILE INSTRUCTIONS – INDIVIDUAL** for information on how to register for a vendor number as an individual.

If there is a vendor that a coalition anticipates using, a **VENDOR REQUEST FORM – ORGANIZATION** should be submitted to UGA IDM via email at coalitionsupport@uga.edu. Please note, this form does not replace the vendor's need to complete the online registration form. This form is to be used to prompt UGA IDM to make contact with the identified organization to encourage them to apply for a Supplier ID number.

Upon completion of the Supplier ID number registration, the registration confirmation number should be submitted to UGA IDM via coalitionsupport@uga.edu. Once the registration submission has been approved, a second confirmation email containing the Supplier ID number will be sent to the applicant. Please also submit the Supplier ID number to coalitionsupport@uga.edu once obtained. This way, we will be able to locate easily the supplier number for future orders/reimbursements.

Any changes needed to existing vendor profiles (e.g. address changes) should be submitted to the UGA One Source helpdesk via email (onesource@uga.edu) or by calling 706-542-0202. UGA IDM is unable to make or request these changes on your behalf.

Equipment Inventory

Coalitions should **inventory all purchased equipment items** (individual item value >$5,000) **including the serial numbers** for each piece of equipment.

Coalitions are to be responsible for the tracking of all incoming inventory purchased through the GHCAP. An inventory plan is being drafted by DPH for use by coalitions and will be made available to the coalitions once completed. In the meantime, coalitions should inventory all incoming equipment (individual item value >$5,000) and track equipment serial numbers for items purchased through the GHCAP.

Documentation Requirements

When items are procured, certain documentation must be kept for auditing purposes. To that end, the following process has been established:

- UGA IDM will send a copy of each purchase order electronically to the requestor and the requestor's Coalition Coordinator and Facilitator.
- Once items are received (i.e., the vendor physically delivers them), sign and date the purchase order and **immediately send the signed/dated purchase order back to UGA IDM via coalitionsupport@uga.edu.** Also, be sure to include any accompanying packing slips and receipts.
- The requestor must maintain the original documentation from all coalition orders. **All hard-copy, original documentation including purchase orders, receipts, and packing slips should be submitted quarterly to UGA IDM by a coalition representative at the ESF-8 meetings.**

REIMBURSEMENT

Reimbursements must be submitted to UGA IDM via email at coalitionsupport@uga.edu
within 10 business days but no more than 30 calendar days of purchase/travel.

After **45 calendar days**, the reimbursement becomes **taxable income** to the traveler. After **60 calendar days**, the reimbursement **may not be accepted** for reimbursement processing. A signed justification detailing reasons for the delayed (>60 calendar days) will be required for any submission exceeding the 60 calendar day limit.

Personal reimbursements CANNOT exceed $499.99.
This threshold does not include travel reimbursements or conference registration fees.

Coalition members must be registered as a vendor within the UGA Vendor Database in order to receive reimbursements. Please see **VENDOR PROFILE INSTRUCTIONS – INDIVIDUAL** for information on how to register for a vendor number. All reimbursements will be distributed via direct deposit or paper check issued by the University of Georgia according to each individual's selection made during the vendor registration process. Any changes needed to existing vendor profiles (e.g. address changes) should be submitted to the UGA One Source helpdesk via email (onesource@uga.edu) or by calling 706-542-0202. UGA IDM is unable to make or request these changes on your behalf.

Please allow **four (4) weeks from submission** before checking on the status of a reimbursement. *(Allow six (6) weeks from submission before checking on the status of an EMAG travel reimbursement.)*

Travel

Coalition members may be reimbursed for reasonable travel-related expenses incurred while on coalition-approved travel subject to the provisions outlined in these travel regulations. The following items have been authorized as reimbursable travel expenses:

- Meals associated with overnight lodging
- Lodging expenses
- Mileage for use of a personal motor vehicle
- Transportation expenses (airfare, train, etc.)
- Certain miscellaneous expenses associated with travel, such as parking and toll fees

The specific policies regarding the reimbursement of travel expenses, as well as expense limits and required documentation are outlined in the following sections. Any travel reimbursement must first be approved by the Coalition Executive Leadership Team and correlate with the appropriate approved coalition budget. **(Note: Actual reimbursement amounts for coalition members are at the discretion of each Coalition. Amounts described below will be used unless otherwise directed by approved coalition budgets.)**

Healthcare Coalition Facilitators (HCFs) are allowed to use coalition travel funds when travelling on behalf of their coalition (with the exception of EMAG) as approved by their respective coalition executive committees. HCFs may also receive travel reimbursement from another healthcare coalition for activities in which he/she participated on behalf of that coalition (e.g. exercise evaluation, course instruction, etc.).

Required Documentation for Travel Reimbursement

The completion of the **TRAVEL REIMBURSEMENT FORM** is required for reimbursement of travel expenses. Additionally, receipts are required for the following:

- Lodging *(must be a zero-balance receipt, not an effective balance receipt)*
- Airline Fares
- Registration Fees
- Other valid expenses, including parking, gas for company/state vehicles, taxi fares, ride shares, tolls, and baggage fees

Receipts for meals on per diem are not required. Credit card receipts or statements are valid proofs of payment provided they contain complete details of the purchase. Claims that exceed the established limits will be reviewed closely on a case-by-case basis to ensure the explanations are sufficient to justify the higher expenses. Travelers should not assume that all expenses exceeding authorized limits that are explained on the travel expense documents will be automatically approved.

Per Diem Allowance for Meals

Meals Associated with Overnight Travel in Georgia

Coalition members traveling overnight "In State" are eligible for 100 percent (100%) of the total per diem rate on all days of travel, including the first and last day of travel dependent on departure time, less any provided meals. **Receipts for meals are not required.**

The table below outlines what meals can be claimed based on departure/return times:

Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00am – 6:30am	---	---	---
---	L	D	6:30am – 11:00am	B	---	---
---	---	D	11:00am – 1:30pm	B	---	---
---	---	D	1:30pm – 5:30pm	B	L	---
---	---	---	5:30pm – 7:30pm	B	L	---
---	---	---	7:30pm – 12:00am	B	L	D

Meal per diem rates follow the rates established by the US General Services Administration (GSA). For more information on GSA per diem rates, please visit https://www.gsa.gov/travel/plan-book/per-diem-rates. Please note that GSA rates are updated in October of each year. The table below outlines the rates for In-State Travel:

Primary Destination	County	Breakfast	Lunch	Dinner	Total Per Diem
Standard Rate	All locations w/out specified rates	$13	$14	$23	$50
Athens	Clarke	$13	$15	$23	$51
Atlanta	Fulton/DeKalb/Cobb	$16	$17	$28	$61
Augusta	Richmond	$14	$16	$26	$56
Jekyll Island/Brunswick	Glynn	$18	$19	$34	$71
Marietta	Cobb	$14	$16	$26	$56
Savannah	Chatham	$14	$16	$26	$56

NOTE: Incidental expenses as noted by GSA are not included in the per diem rate as they are reimbursed separately at actual cost.

Meals Associated with Out-of-State Overnight Travel

Out-of-state meal per diem rates follow the appropriate GSA per diem rates for the destination of travel. Per diem rates should be utilized for the location where the traveler lodges for the night. These rates can be located on the GSA website using the link found below. The GSA per diem rates include both the cost of meals and incidental expenses.

The breakdown by meal for GSA per diem amounts for interstate travel can be found at this link: https://www.gsa.gov/travel/plan-book/per-diem-rates

Coalition members traveling overnight are generally eligible for per diem amounts designed to cover all days on travel status other than the day of departure and the day of return. Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel, regardless of departure time. **Receipts for meals are not required.**

Meals Not Associated with Overnight Travel

Individual meal per diems for non-overnight, same-day travel are not eligible for reimbursement.

Lodging

Coalition members who travel more than 50 miles from their home and workplace may be reimbursed for lodging expenses associated with overnight travel. Written pre-approval from coalition leadership must be obtained when lodging is required within this 50-mile radius.

All lodging claims must be documented by receipts and must be at a business that offers lodging to the general public, such as a hotel or motel, and not at a private residence.

On-line booking services, such as Expedia, Kayak, AirBnb, VRBO, HomeAway, and other similar type service providers are prohibited and are not eligible for reimbursement**.**

Coalition members traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. Travelers should select the least expensive option available taking into consideration proximity to the business destination and personal safety. Lodging reimbursement rates should follow the rates established by the US General Services Administration (GSA). For more information on GSA per diem rates, please visit https://www.gsa.gov/travel/plan-book/per-diem-rates. Use the rates provided by GSA as a guide when booking lodging accommodations.

Travelers should not book non-refundable rates or rates that require a deposit unless required by conference lodging. It is the traveler or arranger's responsibility to understand the cancellation rules of the room confirmed. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time. Non-refundable rates cannot be changed or cancelled; therefore, the traveler is accepting the risk of a non-reimbursable cancellation fee.

Non-government employees will be reimbursed for taxes associated with lodging expenses. Government employees should utilize their agencies' Tax Exempt forms to refrain from paying local lodging taxes.

Some hotels include a resort charge or other fees on the traveler's bill. These are not tax exempt fees and should be reimbursed as an eligible lodging expense.

Parking at the place of lodging will be paid for official travel in personal vehicles. Self-parking options should be used, where available.

A detailed, zero-balance receipt should be provided detailing any applicable lodging and parking expenses. Effective balance receipts will not be accepted.

Transportation

Personally Owned Vehicles

Coalition members may be reimbursed for the mileage incurred from the point of departure to the travel destination. **Mileage will be reimbursed at a rate up to $0.56 per mile**, for travel occurring from July 1, 2021 – December 31, 2021**.** For travel occurring after January 1, 2022, mileage rates will be reimbursed at the updated rates established by the State of Georgia - State Accounting Office.

If a coalition member departs from work, mileage is calculated from the workplace to the destination point. If a coalition member departs from his/her residence, mileage is calculated from the residence to the destination point, ***with a reduction*** for normal one-way commuting miles from his/her residence to work. In the event commuting miles exceed trip miles from his/her residence to the destination point, no reimbursement will be issued. For the return trip, if a coalition member returns to the workplace, mileage is calculated based on the distance to work. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, ***with a reduction*** for normal one-way commuting miles.

To calculate mileage, travelers may use MapQuest, Google Maps, or GPS devices, whichever is most appropriate for the circumstances. Personal use miles should be excluded in determining the mileage for which reimbursement may be made. Normal commute miles should be deducted when applicable.

Mileage accrued by company and state vehicles will not be reimbursed.

Rental Vehicles

Costs associated with renting vehicles for in-state travel will not be reimbursed unless pre-approved in advance of travel. Circumstances for the requirement of a rental vehicle will be taken into account on a case-by-case basis. Please contact UGA IDM if a rental car is needed for in-state travel.

For out-of-state travel, rental car costs and applicable gas costs are able to be reimbursed as part of the coalition member's travel. Pre-approval for rental car use is required **BEFORE** booking. However, it is recommended that travelers utilize available public transit/ride share/taxi/hotel transport when travelling to and from airport and/or conference locations. Please contact UGA IDM if a rental car is needed for out-of-state travel.

Commercial Air Transportation

Travelers who require air travel should obtain the lowest available airfare to the specified destination at **minimum 30 calendar days** in advance of travel using the **AIRLINE TICKET REQUEST FORM**.

Travelers should use electronic ticketing to avoid any surcharge associated with hard copy tickets. Travelers should use the lowest logical airfares (e.g. main-cabin coach tickets).

Travelers should use penalty or non-refundable fares whenever feasible. These fares are typically lower in cost. If the flight is cancelled, the traveler will have an opportunity to reuse the ticket.

In the event there is a charge for checking luggage, the State will reimburse for a maximum of one (1) piece of checked luggage. In the event additional bag(s) are required, requests for reimbursement must include an associated explanation.

Coalition members traveling by commercial air carrier will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare that exceeds the cost of the lowest, available fare on the same flight.

NOTE: Airfare can only be reimbursed after the conference has been held. Any reimbursable airfare should be included on the **TRAVEL REIMBURSEMENT FORM** as an additional travel expense.

Travel by Railroad, Mass Transportation, Taxi, Ride Shares, Buses, or Airport Vans

Coalition members may be reimbursed for the actual cost of rail or bus transportation, provided the appropriate personnel authorized the travel expense in advance. Coalition members traveling by rail or bus are encouraged to obtain the lowest possible fare. There is not a statewide contract for transportation by rail or bus.

Airport vans, ride shares (e.g. Uber, Lyft, etc.), or taxi service will be reimbursed between the individual's departure point and the common carrier's departure point; and between the common carrier's arrival point and the individual's lodging or meeting place.

It is expected that airport van service will be utilized when available and when arrival or departure is during daylight hours. Although receipts are not necessary for such items of transportation, point-to-point explanation should be required for each such item reimbursed. (Taxi fares may not be reimbursed for more than common carrier charge between two cities or towns.)

Private car services are allowed for reimbursement; however, charges for private car services will only be reimbursed up to the amount of comparable ride share services (e.g. Uber, Lyft, etc.) and/or taxi fares for the route and time of ride.

This amount will be determined on a case-by-case basis and compared to other travelers' ride share and/or taxi fare amounts.

Miscellaneous Purchases

Baggage handling services (porterage) may be reimbursed when actually incurred in moving luggage into or out of lodging places and common carrier.

Parking and toll expenses will be paid for official travel in personal vehicles. (Low-cost, long-term parking should be used.)

Cancellation/Travel No-Show Policy

If any travel reservation needs to be cancelled, please contact UGA IDM at coalitionsupport@uga.edu IMMEDIATELY. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the coalition's obligation. There may be options to substitute personnel on reservations, but please contact UGA IDM to discuss these options.

Registration Fees

Registration fees, required for participation in workshops, seminars, or conferences which a coalition member is directed and/or authorized to attend, will be allowed for reimbursement when supported by a paid receipt and/or copy of check showing payment. Any part of a registration fee applicable to meals will be reported as meal expense and not as a registration fee if the costs can be separately identified. **NOTE: Conference registration fees can only be reimbursed after the conference has been held.** Any conference registration fees should be included on the **TRAVEL REIMBURSEMENT FORM** as an additional travel expense.

If the coalition would like for UGA IDM to submit payment directly to the conference organizers, please complete the **CONFERENCE REGISTRATION FORM** and submit it to UGA IDM at coalitionsupport@uga.edu. Coalition members will need to still register for the conference themselves, but should select Pay by Check as their payment option. Be sure to list all coalition members names who will need their registration paid for on the form and submit their registration confirmation notices with the form.

Meeting Fees

Coalitions are encouraged to utilize UGA IDM to secure meeting/training space locations and to handle catering logistics. UGA IDM is able to negotiate contracts with various entities to ensure there are no prepayments/deposits required and taxes are excluded. Reach out to UGA IDM via coalitionsupport@uga.edu to discuss these options.

Fees associated with renting rooms, catering, and parking for approved coalition meetings are reimbursable. Receipts for meeting expenditures should be submitted to UGA IDM via email at coalitionsupport@uga.edu. **An EVENT FOLLOW-UP FORM with associated agendas, registration lists, and sign-in sheets must be submitted when requesting meeting fees reimbursement.**

To be reimbursed for meeting catering expenses, certain criteria must be met:

- **The meeting should be held in conjunction with the appropriate time for the meal provided.** Meals, snacks, and/or beverages can be provided (within reason) and should be seen as coalition recruitment and sustainment activities.
- **The reimbursable amount must not exceed the per diem allotted for the number of attendees.** For example, if there are 12 meeting attendees and lunch is provided, the reimbursable amount must not exceed $240, including any tips and/or catering fees (12 meeting attendees x $12 standard lunch per diem rate).

If the criteria are not met, the catering expenses will not be reimbursable through this program.

Unallowable Expenses

The following expenses are not reimbursable:

- Laundry (allowable when overnight travel exceeds seven (7) consecutive days)
- Valet services for parking, when self-parking options are available
- Tipping for maid services
- Theater
- Entertainment
- Alcoholic beverages
- Bank charges for ATM withdrawals
- Car Rental Insurance
- TSA Pre-Check
- Lodging Fees when booked through an unapproved on-line book service (e.g. Expedia, Kayak, AirBnb, etc.)

FUND ALLOCATION/REALLOCATION

There may be several reasons that original, approved budget funds need to be allocated/reallocated during the course of the budget period including the use placeholders in the original budget, money-savings when purchasing supplies, moving monies from one project to another, etc.

Should monies need to be reallocated for any reason during the budget period, the **BUDGET ALLOCATION/REDIRECTION FORM** must be completed and sent to the appropriate group prior to using those monies:

- **GDPH** (DPH-EPR-CoalitionSupport@dph.ga.gov) - line items **to be added** to the existing budget
- **UGA IDM** (coalitionsupport@uga.edu) - line items **previously included** on the approved budget up to 25% of total budget
    - **Note:** If cumulative budget reallocation requests for existing line items exceeds 25% of total budget amount, allocation/redirection requests must be sent to GDPH for approval.

If placeholders were used in the approved coalition budget (e.g. for coalition member input purchases), an additional budget detailing the desired expenditures must be created and submitted to GDPH at DPH-EPR-CoalitionSupport@dph.ga.gov for approval.

TRAINING COURSES

Bidding Process

Competitive bidding is required for training courses greater than $25,000. For courses $10,000-$24,999.99, three vendor quotes or adequate justification must be provided. Note, these dollar amounts are cumulative – if one vendor provides the same course multiple times or offers multiple courses, that vendor may be subject to this policy.

Please contact DPH-EPR-CoalitionSupport@dph.ga.gov for additional details regarding the training course bidding process.

Vendor Approval

Please refer to the Approved Coalition Training Providers appendix for listing of current approved training providers. If a coalition wishes to sponsor a training course that appears on the list from a new provider not currently on the list, additional provider approval is not required if the course fees are the same or less than those listed for the approved course providers.

Training Course Threshold

All training courses that exceed $2499 will require a purchase order to be processed.

Note, these dollar amounts are cumulative – if the same course is offered multiple times, that training may be subject to this policy. To ensure purchase orders are created appropriately for training courses, an **EVENT LOGISTICS FORM** should be submitted for **all** training offerings **no later than 60 calendar days** prior to the training to Coalition Support via email (coalitionsupport@uga.edu).

Courses Requiring Pre-Payment

For courses requiring pre-payment for course and/or course materials, an entity within the coalition (e.g. Regional Coordinating Hospital) or course instructor will need to submit this pre-payment and seek reimbursement of costs by submitting a **REIMBURSEMENT FORM** to coalitionsupport@uga.edu.

Training Course Listing in Training Registration System

All training courses and classes must be registered within the Training Registration System.

A **TRAINING COURSE FORM** should be submitted **no later than 30 calendar days** prior to the training to Frank Daniell (GDPH Healthcare Community Preparedness Training and Exercise Manager) via email (EPR.training@dph.ga.gov). If there is no response from Frank within two (2) business days, please submit the completed form to DPH-EPR-CoalitionSupport@dph.ga.gov. The exact location (building and room number) is not required at the time of submission and should be listed as TBD (to be determined).

Failure to register each offered training course within the Training Registration System may result in the rejection of payments associated with that course (e.g. invoices, reimbursements, etc.). Please contact Frank Daniell (frank.daniell@dph.ga.gov) for more information about registering coalition training courses into the Training Registration System.

Training Course Checklist

To ensure all appropriate steps are taken before, during, and after a training event, a **TRAINING COURSE CHECKLIST** has been created. This checklist details the various steps to take and things to remember for a training course. It can be found as an appendix to this handbook.

CARRYOVER FUNDS

Any carryover funds made available are completely separate from this fiscal year's funding; however, the **same procurement and reimbursement rules apply**.

Carryover fund amounts will be decided by GDPH and shared individually with each coalition. Coalitions must submit carryover fund budgets to GDPH at DPH-EPR-CoalitionSupport@dph.ga.gov for approval. Once approved, the budgets will be shared with UGA IDM and funds will be made available for use.

FORM SUBMISSION REQUIREMENTS

When submitting applicable forms as required by this program, **two signatures are required on all form submissions – one from the Healthcare Coalition Facilitator and the other from an authorized executive committee member** (not a Public Health representative). Requests will not be processed without adequate authorization. Should the HCF be unavailable for signature, the public health district's Emergency Preparedness Coordinator can sign in his/her absence.

Handwritten and official PDF digital signatures can be used for form authorization. Generic font created signatures will not be accepted.

Each coalition should submit a list of all executive committee members with appropriate contact information to serve as the coalition's authorized signature list at the beginning of each fiscal year (July 1) and when there are any changes to the list.

SERVICES PROVIDED BY UGA

In addition to serving as the purchasing/reimbursement mechanism of this project, UGA IDM can also provide the following services:

- Securing room blocks at hotel/motels and arranging for direct billing of costs to UGA
- Purchasing airline tickets and direct billing costs to UGA (**AIRLINE TICKET REQUEST FORM**)
- Handling logistics of securing meeting and/or training spaces (**EVENT LOGISTICS FORM**)
- Handling logistics of printing materials whether in-house or through the use of a third-party vendor

If a coalition would like for UGA IDM to provide any of these additional services, please contact the UGA IDM team via email at coalitionsupport@uga.edu. A member of the UGA IDM team will be happy to speak with you regarding these services.

CONTACT INFORMATION

For questions, comments, and/or concerns regarding **purchasing, reimbursements, budget reallocation requests** for existing line items, **or services provided by UGA IDM**, please contact the team via email at coalitionsupport@uga.edu.

For questions, comments, and/or concerns regarding **budgets, budget reallocation requests** for new line items or greater than 25% of total budget**, or the training course bidding process**, please contact the team via email at DPH-EPR-CoalitionSupport@dph.ga.gov.

For **training course offering** submissions, please contact Frank Daniell via email at EPR.training@dph.ga.gov.